



City of Santa Barbara  
Planning Division  
**Architectural Board of Review (ABR) and Historic  
Landmarks Commission (HLC) Architectural Submittal  
Packet**

Community Development  
630 Garden Street  
805-564-5578



ATTACHMENTS INCLUDED IN THIS PACKET:

- \_\_\_\_\_ ABR & HLC Submittal Checklist
  - \_\_\_\_\_ Application Cover Sheet for the Design Review Boards
  - \_\_\_\_\_ Project Statistics
  - \_\_\_\_\_ ABR & HLC Review Process
- A landscape submittal packet is also available with required information for projects involving landscaping.
  - Coastal, zoning, parking and Planning Commission handouts are available at the Planning and Zoning Counter.
  - For more information or guidelines listed on the reverse side, please contact the Planning Division Staff at:

**Community Development  
630 Garden Street  
Santa Barbara, Ca 93101  
Phone: (805) 564-5470**

**THE FOLLOWING ADDITIONAL INFORMATION AND GUIDELINES ARE AVAILABLE:**

**Architectural Board of Review:**

- Airport Design Guidelines
- Architectural Board of Review Guidelines
- Architectural Board of Review Ordinance
- \*Haley-Milpas Design Manual
- Upper State Street Area Design Guidelines

**Historic Landmarks Commission:**

- \*Guidelines - El Pueblo Viejo District
- Historic Landmarks Commission Ordinance
- Rules and Procedures
- State Street Landscaping Guidelines

**Both Architectural Board of Review and Historic Landmarks Commission:**

- Design Review Requirements for Single Family and One-story Duplex Projects (*N.P.O. Checklist*)
- Landscape Design Standards for Water Conservation
- Landscape and Irrigation Summary Table
- Questions and Answers regarding Landscape Design Standards for Water Conservation
- Questions and Answers regarding Mailed Noticing for Design Review Hearings ABR & HLC
- \*Single Family Residence Design Guidelines
- Water Efficient Landscaping List of Free Materials
- Waterfront Area Design Guidelines

**Sign Committee:**

- Sign Ordinance
- Sign Pamphlet
- Sign Review Guidelines
- Sign Submittal Checklist

**\* *These items require a fee.***



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Planning Division  
**Architectural Board of Review (ABR) and Historic  
Landmarks Commission (HLC) Architectural Submittal  
Checklist**

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**THE FOLLOWING MUST BE SUPPLIED BEFORE A PROJECT CAN BE SCHEDULED BEFORE THE ARCHITECTURAL BOARD OF REVIEW OR HISTORIC LANDMARKS COMMISSION:**

**1. COMPLETED MASTER APPLICATION:**

- ☐ Complete project description (detailed description in letter)
- ☐ Give a numbered address for the project [not "the corner of\_"]
- ☐ Name, address (include zip code) & phone number of owner and agent
- ☐ Land Use Zone and Assessor's Parcel Number
- ☐ Lot size
- ☐ Approval(s) requested
- ☐ Signature of property owner and applicant/agent

**2. APPLICATION COVER SHEET:**

- ☐ Must be completed, signed and attached to the Master Application for submittal.

**3. PROJECT STATISTICS SHEET:**

- ☐ Must be completed and either attached to the Master Application or on the plans for submittal.

**4. PHOTOGRAPHS:**

- ☐ Current photographs of site, adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of location of the subject parcel(s).
- ☐ Composite panoramic view of the site. (Please refer to sample boards available at the Planning Counter.)
- ☐ Mount and identify photographs for submittal on foldable 8 1/2" x 11" heavy paper (loose, Polaroid or instamatic photographs are not acceptable). (Please refer to sample boards available at the Planning Counter.) Applicants are also encouraged to bring as many photographs as possible for presentation at the meeting.

**5. FEES:**

Fees are to be paid in the amount indicated in the Fee Resolution adopted by the City Council.

**6. PLANS:**

- ☐ Plans must be a minimum of 18" x 24" in size
- ☐ Three (3) copies folded to 8 1/2" x 11" that include:

**A. SITE PLANS:**

- ☐ Location of existing and proposed structure(s) and use(s)
- ☐ Location of existing and proposed parking
- ☐ Property dimensions
- ☐ Setbacks from property lines of all structures
- ☐ North arrow
- ☐ Vicinity map
- ☐ Footprints of adjacent structure(s)
- ☐ Site topography
- ☐ Project Statistics Sheet

**B. ELEVATION PLANS:**

- ☐ All sides of structure(s) involved in the project, indicate new work proposed
- ☐ Heights of structure(s) involved in the project
- ☐ Indicate color changes if applicable
- ☐ Identify changes in exterior material(s)
- ☐ Cross section drawing of land areas being cut or filled

**C. LANDSCAPE PLANS:** (See the Landscape Design Standards for Water Conservation)

- ☐ Indicate total area landscaped in square footage and percent of total site
- ☐ Show all existing and proposed plant material and indicate species and size
- ☐ Indicate with an X through trees proposed to be removed
- ☐ Indicate the location and identify all paved surfaces
- ☐ Indicate irrigation system

**7. SUBMITTAL DEADLINE:**

**Mondays (ABR) or Wednesdays (HLC) *one week prior to the meeting date by 4:30 PM***, unless item is subject to mailed noticing requirements or holiday rescheduling.

**8. THE MEETING AGENDA:**

An agenda containing the meeting date and the time set for the item will be mailed to the persons named as "owner" and "person to contact" on the application form.



City of Santa Barbara  
Planning Division  
**Application Cover Sheet for the Design Review  
Boards** Applicant Information Disclosure

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The items listed below have the **potential to cause delays and require project redesign** during the ABR/HLC and Building Permit issuance processes, if not addressed initially by the applicant. **Circle either Yes or No for each below.** If the item does not seem to apply, consult with Planning Staff before circling N/A. **If you need more information on a City Ordinance, ask Planning Staff.**

Please sign and date the bottom of this sheet to acknowledge that you have verified the following:

**1. Zoning Issues**

Was the proposed project designed to comply with:

- |  |     |    |     |
|--|-----|----|-----|
| a. The Solar Access Ordinance? (Applies to residential only) | Yes | No | N/A |
| b. The Building Height Regulations?                          | Yes | No | N/A |
| c. All setback and parking requirements?                     | Yes | No | N/A |

Do the plans show all of the following:

- |  |     |    |     |
|--|-----|----|-----|
| d. All property lines shown accurately?  | Yes | No | N/A |
| e. All setback distances   | Yes | No | N/A |
| f. The location and amount of all open yard, or open space and private outdoor living space areas? | Yes | No | N/A |
| g. Parking (existing & new) with dimensions?   | Yes | No | N/A |

**2. Environmental Concerns**

Is the proposed project site located in:

- |  |     |    |
|--|-----|----|
| a. A Flood Plain?                                | Yes | No |
| b. The Hillside Design District?                 | Yes | No |
| c. A Special Design District?                    | Yes | No |
| d. A Landmark District (or a Landmark building)? | Yes | No |
| e. The Coastal Zone?                             | Yes | No |
| f. An Archaeologically Sensitive Zone?           | Yes | No |
| g. The High Fire Hazard Area?                    | Yes | No |

\_\_\_\_\_  
**Signature (applicant or agent)**

\_\_\_\_\_  
**Date**

**CITY OF SANTA BARBARA  
DESIGN REVIEW APPLICATION PROJECT STATISTICS**

PROJECT ADDRESS: \_\_\_\_\_ ZONE: \_\_\_\_\_

APN: \_\_\_\_\_ NET LOT SIZE: \_\_\_\_\_ AVERAGE SLOPE: \_\_\_\_\_

Application for: (Check all that apply)

COMMERCIAL

☐ New Building(s)

☐ Addition(s)

☐ Alteration(s)

RESIDENTIAL

☐ New Building(s)

☐ Addition(s)

☐ Alteration(s)

MIXED USE

☐ New Building(s)

☐ Addition(s)

☐ Alteration(s)

☐ Other (Describe) \_\_\_\_\_

**DESCRIBE STRUCTURES ON SITE:**

Include all structures, even if no changes are proposed to some of the structures on site. Indicate the type of structure, such as residence, commercial bldg., office, garage, shed, poolhouse, duplex, triplex, etc., and the square footage.

1. \_\_\_\_\_  
Building type/use Existing floor area (Demolished) Proposed new sf Gross floor area

2. \_\_\_\_\_  
Building type/use Existing floor area (Demolished) Proposed new sf Gross floor area

3. \_\_\_\_\_  
Building type/use Existing floor area (Demolished) Proposed new sf Gross floor area

4. \_\_\_\_\_  
Building type/use Existing floor area (Demolished) Proposed new sf Gross floor area

**Total Floor Area:**

Existing floor area (Demolished) Proposed new sf Gross floor area

☼ **NOTE:** For Measure E purposes, commercial square footage is based on inside (net) dimensions. If applicable,

**Proposed total net new commercial floor area:** \_\_\_\_\_ sq. ft.

**FLOOR AREA RATIO (TOTAL OF ALL EXISTING & NEW FLOOR AREA TO LOT AREA):** \_\_\_\_\_

**NUMBER OF RESIDENTIAL UNITS ON SITE AT PROJECT COMPLETION:**

Studios: \_\_\_\_\_ One-bedroom units: \_\_\_\_\_ Two-bedroom: \_\_\_\_\_ Three + : \_\_\_\_\_

**PARKING:**

Existing Number of Spaces: Covered \_\_\_\_\_ Uncovered \_\_\_\_\_

Proposed Number of Spaces: Covered \_\_\_\_\_ Uncovered \_\_\_\_\_

Required Number of Spaces: Covered \_\_\_\_\_ Uncovered \_\_\_\_\_

**GRADING QUANTITY:**

Under the footprint of main structures: \_\_\_\_\_ Cut + \_\_\_\_\_ Fill = \_\_\_\_\_ total cubic yards

Outside the footprint of main structures: \_\_\_\_\_ Cut + \_\_\_\_\_ Fill = \_\_\_\_\_ total cubic yards

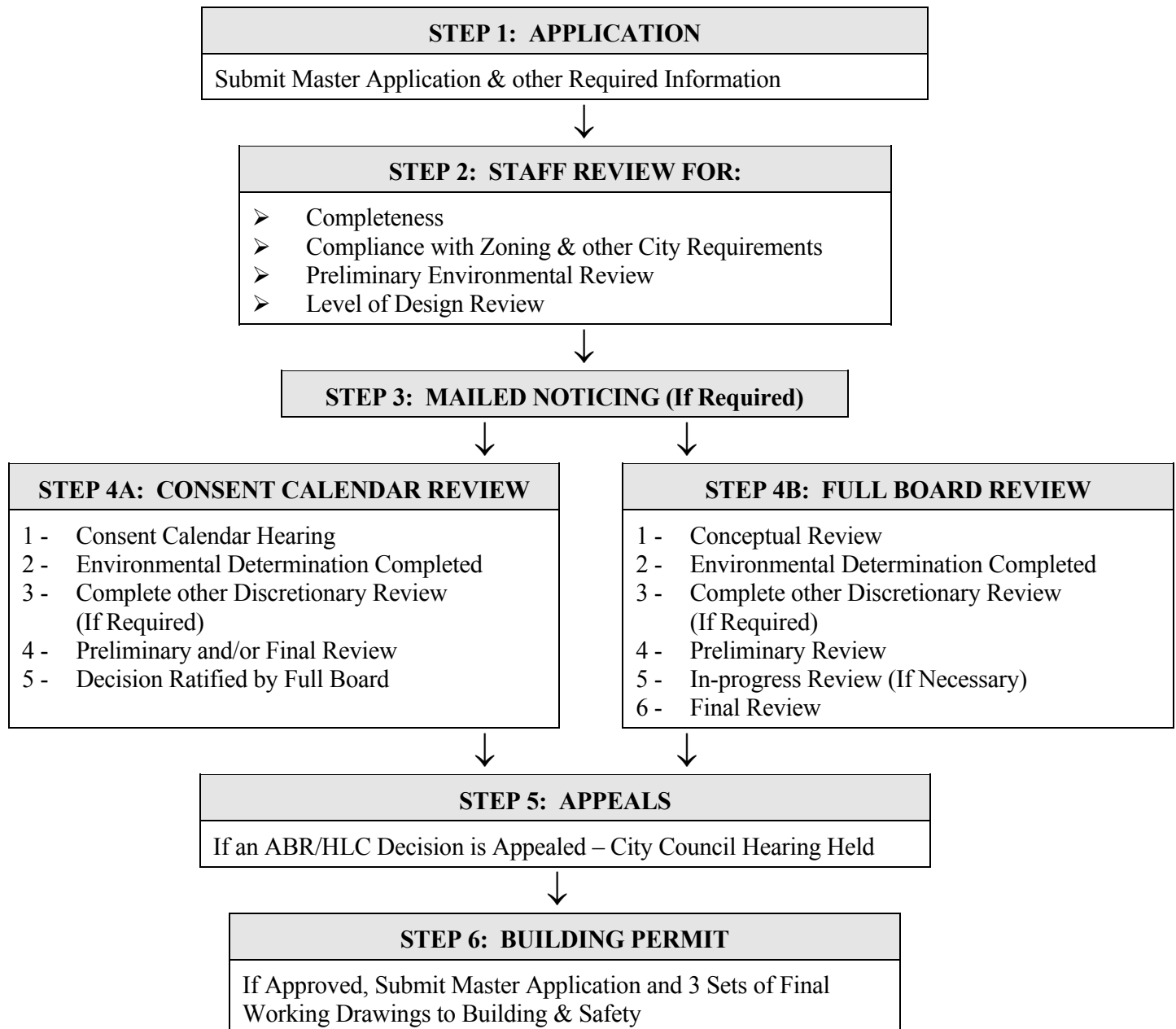
**MAXIMUM HEIGHT OF NEW CONSTRUCTION:** \_\_\_\_\_ feet (at top of ridge, from natural grade)



City of Santa Barbara  
Planning Division

## Architectural Board of Review (ABR) and Historic Landmarks Commission (HLC) Review Process

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**EXPLANATION OF THE DIFFERENT LEVELS OF REVIEW  
OF  
ARCHITECTURAL BOARD OF REVIEW (ABR)/  
HISTORIC LANDMARKS COMMISSION (HLC)**

- **CONCEPT** - This is the first level of plan review for a project at Full Board. Applicants are encouraged to come in with sketches and/or very conceptual drawings. The Board usually gives comments to guide the applicant on the design of the project so that it can advance to the next level of review, which is preliminary. The Board may give a preliminary approval if sufficient information has been given and no other discretionary review is required.
- **PRELIMINARY** - This is the second level of plan review for a project at Full Board. The Board reviews comments made at the concept level and does a more extensive review of the project. For purposes of Government Code 65950, a Preliminary Approval shall be considered to be "approval" of the project by the Board and concludes the discretionary phase of project review; however, final approval is still required prior to application for a building permit. It determines the site plan configuration and design that must be followed in the working drawings. All other discretionary approvals must be completed prior to preliminary approval being granted.
- **IN-PROGRESS** - This is an interim level of plan review for a project at Full Board. If the Board has expressed concern about a specific item (e.g. details, colors, etc.) the applicant may be requested to submit "In Progress" drawings to assure that the drawings are consistent with the preliminary approval. This process may occur several times before a project can be submitted for final review.
- **FINAL** - This is the third level of plan review for a project at Full Board. If the completed working drawings for the project meet all of the conditions set at the preliminary level and the plan details are provided, such as color samples, roof materials, window details, door hardware and exterior lighting fixtures, then final approval may be granted. Final plans will be approved if they are in substantial conformance with the plans given preliminary approval.
- **REVIEW AFTER FINAL** - This is the fourth level of plan review at Full Board available for projects that have been given final approval. Review after final occurs when there is a proposed change to a project after final approval has been granted. An applicant must submit a supplemental application along with revised plans and appropriate fees.
- **CONSENT CALENDAR** - This level is primarily for minor changes to existing buildings, such as change of window styles, awnings, change of roof materials, etc. The Consent Review is a meeting with one member of the Board, whose decision is not final until acted upon by the Full Board at the regular meeting. Items are scheduled on the Consent Calendar after determination by Design Review Staff or at the direction of the Full Board.